

United States Department of Agriculture



Natural Resources Conservation Service
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October 19, 2006

WEST VIRGINIA BULLETIN NO: WV 340-7-1

SUBJECT: SPA-FY 2007 Field Office Business Plan.

Purpose: To provide guidance for developing FY 2007 Field Office Business Plan.

Expiration Date: September 30, 2007

ACTION REQUIRED BY: November 30, 2006

[General Manual Title-340, Amendment 9, dated March 2006, Subpart E-Business Planning](#), states District Conservationists are responsible for the following:

1. Developing a business plan to guide field office operations.
2. Documenting progress and status in accomplishing actions on a quarterly basis.

Draft business plans are to be completed by July 30 of each year and the final business plan completed 30 days following receipt of the final allowance. This year only, FO business plans are to be completed and submitted to the area office by **November 30, 2006**. Next year you will be required to follow the completions dates as stated in GM-340, Amendment 9, dated March 2006.

Use the attached business plan format. Delete the task names that are not applicable to your FO. Include action items that describe the major accomplishments expected from your FO this fiscal year. Also, include at least one EO/CR action item in your business plan.

If you need any additional information or have questions, please contact Bill O'Donnell at (304) 284-7543 or by email at Bill.Odonnell@wv.usda.gov.

/s/ William P. O'Donnell, Acting for

RONALD L. HILLIARD
State Conservationist

Attachment: [Business Plan Format](#)

Dist: A
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